



Application for AACRAO Corporate Partnership

Corporate partnerships in the American Association of Collegiate Registrars and Admissions Officers (AACRAO) are available to individuals or organizations, whether for profit or non-profit, that provide products and services that assist or benefit the needs or purposes of AACRAO members. To be eligible for corporate partnership with AACRAO, a company must:

- ◆ Have at least three years' operation in current corporate form¹
- ◆ Submit two references (publicly held companies do not need to include references) by AACRAO institutional members or approval from the AACRAO Executive Director
- ◆ Agree to and abide by the AACRAO Corporate Membership Policy
- ◆ Provide a corporate profile and documentation of gross revenue

¹ i.e. an entity that was incorporated until one year before the date of application would have to wait two additional years before being eligible. Applicants may be asked to provide a certificate of incorporation and tax returns for the three years that immediately precede the year of application. A letter from a CPA or an auditor attesting to the net revenues of closely-held entities may be substituted for the tax returns.

STEP 1: Company Information

YES! We are ready to join AACRAO!

Name of Company: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Country: _____

Website: _____

STEP 2: Determining Partnership Dues

Each company may designate one key representative to receive all mailings. Additional subscriptions may be purchased at \$367.50 per subscriber. Partnership dues are assessed based on the company's gross revenue.

Gross Revenues	Category	Partnership Fees
Under \$100 million	1	\$2,625
\$100 million — \$500 million	2	\$3,675
\$500 million +	3	\$4,725
Each additional subscriber		\$367.50
Partnership Dues		
Partnership Fee (based on gross revenue)		_____
\$ Fee for Additional Subscriptions (\$367.50 each)		_____
\$ Total Charge for Partnership		_____

Corporate applicants will be billed at the highest dues category unless documentation of gross revenue is provided. Corporate dues may not be prorated.



STEP 3: Membership Roster

Please complete the following information for the primary contact person and each additional member. *Make additional copies if more than two members.*

AACRAO Corporate Partner — Primary Contact

Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip/Postal Code: _____
Country: _____
Phone: _____ Fax: _____
E-mail: _____

*Please also review your membership roster; information enclosed in your email.

AACRAO Corporate Partner — Additional Member

Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip/Postal Code: _____
Country: _____
Phone: _____ Fax: _____
E-mail: _____

STEP 4: Corporate Connection Information

The following information will be published online at our Corporate Connections site.

Contact Person: _____
Contact Address: _____
City: _____ State: _____ Zip/Postal Code: _____
Country: _____
Phone: _____ Fax: _____
E-mail: _____
Website: _____

50-word Company Description:



STEP 5: Corporate Products and Services

Please check off the relevant product/service categories for your company:

The following information will be published online at our Corporate Connections site.

- Achievement Products
- Administrative Services and Software
- Admissions/Recruiting Software Products and Services
- Alumni/Development Software
- Browser-Based Document Management
- Career guidance
- Class Schedules Publisher
- Curriculum Information Systems
- Degree Audit Software
- Degree/Education Verification
- Diplomas
- Distance Learning
- Educational Materials
- Electronic Admissions Applications
- Electronic Data Conversion
- Electronic Data Interchange (EDI)
- English as a Second Language
- Enrollment Management Services & Software
- Financial Aid Services and Software
- Financial Reporting – AP, GL, Budgeting
- Foreign Credential Evaluation
- Fundraising Software
- Graduation Supplies and Services
- Imaging
- Information Services and Software
- International Credential Evaluation
- International Recruiting Services
- Internet Services
- Marketing/Publicity
- Online Applications
- Publications and Publishing Services
- Records Management Services, Support and Software
- Registration Services and Software
- Scanning Software, Equipment and Services
- Scheduling/Events Management Software
- Security Documents
- Student Enrollment Status Supporting Services
- Student Information Access/Kiosks
- Student Recruitment
- Student Tracking
- Surveys
- Testing Services
- Transcript Ordering Services
- Transfer Credit Evaluation Software
- Web Hosting and Development
- Other _____
- Other _____
- Other _____

STEP 6: Submit Your Application

Payment Information:

Check Enclosed Check Number: _____

Credit Card Visa MasterCard AMEX Total Charge: \$ _____

Name on Card: _____

Card Number: _____ Expiration Date: _____

(Not valid without signature below)

Cardholder's Signature: _____

I authorize AACRAO to charge my account for AACRAO membership fees

Send payment and application to:

AACRAO II • PO Box 37156 • Baltimore, MD 21297-3156
Or fax application with credit card information to 202.822.8850



Corporate Membership Policies

By applying for membership in AACRAO (the "Association" or "AACRAO"), the undersigned agrees to comply with the Association's bylaws and all applicable rules and policies, as they may be changed from time to time. The undersigned acknowledges and agrees that processing of its membership dues payment does not constitute acceptance of membership by the Association, which shall be subject to initial and continuing reviews by the Association to determine the undersigned's compliance with applicable criteria.

The undersigned acknowledges and agrees that the Association's name and logo ("the marks") are service marks owned by the Association. These service marks, or simulacra or derivatives thereof, may not be used by anyone (including AACRAO members) in any manner, unless such member has obtained prior written permission from the Association to use the marks in connection with official Association activities. The undersigned acknowledges and agrees that (i) the Association shall be entitled to injunctive or other equitable relief without the necessity of proving the inadequacy of money damages as a remedy, without the necessity of posting a bond, and without waiving any other rights or remedies at law in equity, for any unauthorized use of the marks or violation of the Association's policies concerning the marks and (ii) shall be responsible for any and all costs and expenses incurred by the Association in enforcing its marks and related policies (including reasonable attorneys fees and costs). The undersigned acknowledges and agrees not to utilize its membership in AACRAO in a manner that may in any way be construed to imply an endorsement by the Association or that may create the incorrect impression that the Association is a credentialing or accrediting body, or that it has reviewed or approved, directly or indirectly, the undersigned's activities.

AACRAO reserves the right, in its sole discretion, to deny, suspend or revoke membership status for any institution, entity or person determined by the Association to be or have engaged in activities inconsistent with AACRAO's mission or whose professional or business activities are determined to have violated the Association's policies or constituted illegal, fraudulent, misleading or inappropriate conduct that can injure the reputation of the Association or harm the Association in any way.

The undersigned hereby certifies that it has read and understands this policy. In addition, notwithstanding any injunctive relief sought by the Association, the undersigned agrees that any dispute concerning membership in AACRAO shall be resolved through binding arbitration conducted pursuant to the rules of the American Arbitration Association; and that such arbitration shall take place in Washington, D.C. This arbitration obligation shall survive the termination for any reason whatsoever of the undersigned's membership in the Association.

Corporate Member: _____

Name of Authorized Person: _____

Signature: _____

Date: _____

QUESTIONS? Call **202.293.9161** or e-mail **corporatemembership@aacrao.org**

Application Check List

Please check that the following items have been included with your application:

- Two references by AACRAO institutional members
- Corporate Profile
- Documentation of Gross Revenue
- Signed Copy of the Above AACRAO Corporate Membership Policies
- E-mail your company logo to **corporatemembership@aacrao.org**